



Before filling out this form, please check that your entire job conforms to the standards in *Right from the Start: The book professional's guide to preparing digital files for print production, Fifth Edition.*

Job/Part Number _____
Book title _____
Author _____
Courier salesperson _____
Courier CSR _____

CUSTOMER INFORMATION

Company name _____
Contact name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____
E-mail _____

Composition house _____
Composition contact _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____
E-mail _____

FILE INFORMATION

Preflight Files were created using Synapse Prepare
 Files were created using *FastPath* File Check. Profile used _____
 Files have been inspected using preflighting software. Software used _____ Profile used _____
 The inspection report is being supplied As hard copy As a digital file

Transmission Removable media (describe) _____ E-mail to _____
 FTP file name _____ WAM!NET tracker ID _____
 Other _____

Types of cover Paperbound Casebound Dust jacket

Fonts Type 1 TrueType Multiple Master OpenType
 All printer and screen fonts are submitted

Application Layout application used _____ Version No. _____ Platform: Macintosh Windows

File File names _____
Are files compressed? No Yes (if yes, what compression software was used? _____ version _____)

Colors Colors to be printed _____

Trapping Files do not need trapping Please trap the files for us Files have been trapped (not recommended)

Proofs Hard copy proof has been reviewed and is supplied
 No hard copy proof supplied. PDF files have been reviewed and are ready to print

Artwork Digital scanning (to be placed in file)

Measurements Cover trim size _____
Spine width _____ Bleed amount _____

Other Special instructions attached on separate sheet